



Park Vale  
Academy

Park Vale Academy,  
Top Valley Drive,  
Top Valley,  
Nottingham,  
NG5 9AZ.

T: 0115 8221244

F: 0115 9753256

E: [admin@parkvaleacademy.org.uk](mailto:admin@parkvaleacademy.org.uk)

W: [www.parkvaleacademy.org.uk](http://www.parkvaleacademy.org.uk)

Headteacher: Mr S Bowhay BA

Executive Principal: Mr A Burns OBE BSc MEd

June 2019

Dear Applicant

**Office Manager & PA to the Headteacher**

**37 hours All Year Round** (Term time+2 weeks considered)

**Required as soon as possible**

Thank you for your interest in our recent advertisement for the above position at Park Vale Academy. I have pleasure in enclosing details.

We are seeking to appoint a suitably qualified person to be responsible for leading a highly efficient, effective and flexible team of administrative staff to help the academy function effectively, whilst being an efficient Personal Assistant to the Headteacher and administrative support to the Senior Leadership Team.

If you would like to apply for the post, please send your letter of application to the academy postal address, or to [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk), clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Friday, 21 June 2019. Please ensure that the post for which you are applying has been stated clearly on the application form.

Due to the number of applications we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from me within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours faithfully

Tina Hough  
Operations Manager

